



OFFICE OF PUBLIC INSTRUCTION

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BUS ROUTES – TR-1

1. The first page of the bus routes allows districts to choose the School System (a number similar to the LE that allows us to link elementary and high school districts together) or choose the school district. Districts then choose the School Year that they wish to enter or edit.
 2. If bus routes have been entered, there will be a list in number order that shows the Route #, the Bus VIN, the rated capacity, the rate per mile. From this screen, the district will be able to Search, Edit, Delete, Print the TR-1, add a route or go back to the bus screen and edit the bus information.
 3. If no buses routes have been entered, the district would choose "Add a Route." A data entry screen comes up that will allow a district to enter the Route #, enter the Length of the Route, enter the type of service (regular, non-bus, or special ed if there is a special needs child on board) and choose the bus. Once that data is entered, press the save button.
 4. The next step is to enter the Distribution. Once entered, the percentages must = 100%. The distribution must be the same as the route was budgeted for. If the route is 50% elementary and 50% high school, you would enter 50% elementary and click save, and then enter 50% high school and click save again. Once the distribution equals 100% the distribution is complete.
 5. Click on Passengers. This section will allow districts to enter the number of students in the appropriate rider type on each bus. The student count for "preschool/kindergarten" students is included in the regular elementary number. If you have 12 elementary students and 6 are preschool/kindergarten, pick Preschool/kindergarten and enter 6, then pick Regular Elementary and enter 12. Always remember to click the save button after each record is entered. Then enter the high schools students that might be riding the bus.
 6. Districts can print TR-1 documents in either of two ways. On the Bus Route data entry page, the TR-1 can be individually printed for each route. If copies of all routes are complete, you can go to the Reports menu and choose TR-1 to print all of the TR-1 documents attached to your School System. These documents can be previewed for accuracy or created in a PDF file that can be printed to your local printer.
- **THE ADMINISTRATIVE RULE REQUIRING DISTRICTS TO SUBMIT PAPER COPIES OF ALL COMPLETED AND APPROVED TRANSPORTATION FORMS HAS BEEN UPDATED.** Once a document is printed and signed, please make copies for your file and the county superintendent. Contact Maxine at mmougeot@mt.gov.